



## DEPARTMENT OF ADMINISTRATIVE SERVICES

# Milwaukee County

633 W. WISCONSIN AVENUE, SUITE 1000 • MILWAUKEE, WI 53203  
ARCHITECTURE ENGINEERING & ENVIRONMENTAL SERVICES  
414-278-4861 (PHONE) 414-223-1366 (FAX)

June 6, 2016

**To:** All Interested Consultants

**Subject:** Request for Proposal (RFP) for Roof Assessment, Survey & Roof Replacement Design Services

**Project:** Criminal Justice Facility Roof Replacement  
949 N. 9<sup>th</sup> Street  
Milwaukee, WI 53233

**Project No.:** C062-16423

Milwaukee County Department of Administrative Services - Facilities Maintenance (DAS-FM) is seeking proposals for professional consulting services to provide roof conditions assessment, roof replacement alternatives, cost estimates, final design and construction documents (required to bid roofing replacements and work relevant to the replacements), bidding, and construction administration services for roof replacement project on the Milwaukee County Criminal Justice Facility, located at 949 N. 9<sup>th</sup> Street, Milwaukee, Wisconsin. The project consists of (1) Performing a Roofing Moisture Survey and Determination of Cause for water leakage in the facility, and generating a study/ report for all roofs of the Facility and, (2) Prioritizing most critically damaged roof areas in developing an approach for initial Construction phase, and (3) Development and production of design and construction bid documents to replace roofing on the Facility (relative to the Report).

### General Requirements of Architect/Engineer

The qualified consulting firm must have an architectural and/or engineering staff that maintains a current professional license in the State of Wisconsin. Refer to the Type 'A' Agreement (attached) for additional information regarding contract requirements for Milwaukee County Professional Services.

### Building Description

The Criminal Justice Facility, completed in 1992, has sixteen distinct roof areas, with built-up roofing on metal decking on roof areas R110, R180, R250, R260, R270, R280, R360; and Built-up roofing on precast concrete deck on roof areas R870, R880, R970, and R1070. Roof areas R190, R265, R275, and R285 are metal standing seam roofs (to be replaced in kind if determined necessary). Roof area R255 is vaulted skylight glazing (to be replaced in kind if determined necessary). Refer to Roof Plan attachment for Roof areas and corresponding numbers.

Drawings of the Milwaukee County Criminal Justice Facility are available for review at:

Milwaukee County DAS-Facilities Management  
Architecture, Engineering & Environmental Services Section  
633 W. Wisconsin Avenue, Suite 1000  
Milwaukee, WI 53203

## **Work Scope**

### **I. Programming Phase Services**

#### Part 1 – Roof Condition & Moisture Survey

1. Review drawings provided by Milwaukee County, verify composition of existing roof assembly and associated roofing components, update as required, and prepare AutoCAD roof plan drawings locating and recording roofing types, flashing and counter-flashing, coping, all roof top structures, equipment, and drains.
2. Perform thorough evaluation and report on condition of roofing systems on all 16 roof areas, including exploration for leaks, damaged insulation (and extent of these issues).
  - a. Conduct an imaging survey (nuclear thermographic or infrared) of existing roof assemblies. Results of survey shall be confirmed through core sampling of both 'dry' and 'wet' areas. Core samples shall be tested for moisture content. Where moisture is present in the roof assembly, consultant shall determine the cause(s). Fill and patch all areas from which core samples are taken.
3. Prepare a condition and moisture survey report including:
  - a. Description of the roof system assembly surveyed.
  - b. Copy of the roof plan indicating locations of 'wet' areas and locations of core samples.
  - c. Copy of the core sample test reports.
  - d. Written recommendations for repair of any water leakage detected.

#### Part 2 – Preliminary Design Options

1. Define scope of work, taking into account findings of the report, and construction cost budget.
2. Develop new roof replacement design incorporating:
  - a. Recommended new roofing system(s) over roof areas. (Compare, evaluate and recommend possible roofing options for suitability and cost).
  - b. Cost/ integrity impact of reusing undamaged (existing) insulation.
  - c. New fall protection system options (tie-offs, stanchions, guard-railing, window wash supports and/or other).
  - d. Seagull deterrence system options.
  - e. Replacement or repair of lightning ground protection system.
  - f. Support for future solar retrofit options.
3. Provide estimate(s) for Facility Roof Replacement as defined by scope. Initial construction project shall be phased with emphasis on most critically damaged areas, and allocated construction budget.

### **II. Project Scope & Budget**

1. The Milwaukee County DAS Construction cost budget for all roofs on the CJF Reroofing Project is approximately **\$2,000,000**.
2. After the Consulting Team has completed Programming Phase Services (including estimates of probable construction costs), the Milwaukee County Architectural and Engineering staff, along with DAS Management Staff, will select which roofing renovation scope items will proceed into the schematic design phase based on the identified priorities and construction cost budgets.

### III. **Consultant Services – Terms & Conditions**

The successful Consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services – Type ‘A’ Agreement (a copy of the type ‘A’ Agreement is attached).

#### 1. GENERAL REQUIREMENTS

- a. The Prime Consulting firm shall assemble a roofing assessment & design project team to perform roof condition assessment, report preparation, cost estimating, repair and replacement design, construction documents, bidding and construction administration services necessary to complete the selected replacements to the Criminal Justice Facility (CJF) roofs. If ‘in-house’ staff personnel are not available, the Prime Consulting firm shall augment their project team with sub-consultants.
- b. Prime Consulting firm shall schedule, attend, and facilitate a project kick-off meeting and be prepared to attend periodic meetings to review project status with the County’s Project Team (and relevant invitees) as necessary to address planning and design issues.
- c. Roofing design work shall incorporate to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Evaluate sustainable design alternatives, where applicable, to determine feasibility of incorporating any of these alternatives. The evaluation shall include comparisons of construction costs, annual operating costs, and other non-fiscal benefits of each option considered.
- d. Submit a total of three (3) sets of various reports, manuals, and plans for review and comment at each stage of the project development.
- e. Provide agency coordination for all plan reviews and permits required. Consultant Team shall submit applications and pay plan review fees as a Reimbursable Expense.
- f. Assist in identifying qualified Contractors for bidding.

#### 2. BASIC SERVICES

The Prime Consulting firm shall assemble a design project team to perform the scope of services outlined (above).

- a. **The Programming Phase** of the project shall be per Article 3.1 of the Type ‘A’ Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
  - i. Conducting site visits to assess, test, and document existing roof conditions,
  - ii. Developing Design alternatives for recommended replacements,
  - iii. Preparing a written conditions assessment report to identify:
    1. Locations and extents of proposed replacements/ repairs
    2. Component repair or replacement alternatives
    3. Recommended priority of each proposed option
    4. Construction cost (estimate) for each option
  - iv. Meeting with Milwaukee County staff and CJF staff to discuss recommended alternatives and priorities

- b. **The Schematic Design Phase** of this Project shall be per Article 3.2 of the Type 'A' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
  - i. Determining regulatory issues and permits required,
  - ii. Investigating relevant product manufacturers, materials, warranties, and Design alternatives that are applicable to the roof replacement project,
  - iii. Exploring strategies to incorporate energy conservation elements into the roof replacement project,
  - iv. Preparing an updated estimate of probable construction costs and,
  - v. Submitting Schematic Design Phase documents for the Owner's review.
- c. **The Design Development Phase** of this Project shall be per Article 3.3 of the Type 'A' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
  - i. Field verification and documentation of existing conditions,
  - ii. Developing AutoCAD design drawings for the repairs-replacements-renovations based upon the selected schematic design options, showing relevant dimensions and details,
  - iii. Finalizing selections and obtaining Owner approval of proposed materials and finishes,
  - iv. Providing an updated estimate of probable construction costs and,
  - v. Submitting the Design Development phase documents for the Owner's review.
- d. **The Contract Documents Phase** of this Project shall be per Article 3.4 of the Type 'A' Consultant Agreement for Professional Services. Additionally, the required deliverables shall include:
  - i. Three (3) sets of construction drawings, and one (1) set of technical specifications for review by Milwaukee County at approximately 80% complete,
  - ii. Three (3) sets of construction drawings, and one (1) set of technical specifications for review by Milwaukee County at 100% completion,
  - iii. One (1) full-size paper copy of drawings and specifications after all final revisions are completed based upon Milwaukee County comments,
  - iv. A pdf file of the stamped and signed drawing cover sheet, and
  - v. A final estimate of probable construction costs.
- e. **The Bidding Phase** of this Project shall be per Article 3.5 of the Type 'A' Consultant Agreement for Professional Services.
- f. **The Construction Phase** of this project shall be per Article 3.6 of the type 'A' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
  - i. Attendance at one (1) preconstruction meeting and a twice per month consultation progress meeting (Milwaukee County staff will facilitate these meetings and will also prepare and distribute meeting notes), and
  - ii. Conducting twice per month on-site observations of the work and preparing and distributing written Field Notes for each site visit.

- g. **The Post-Construction Phase** of this Project (upon request of the Owner, prior to the expiration of one year from the date of Substantial Completion) shall include - without additional compensation - the Consultant Team conducting a meeting with the Owner to review performance on the facility roof replacements.

## **V. Quality Control**

1. The Milwaukee County Department of Administrative Services is required by County policy to monitor and track quality control of design and construction projects.
2. The Milwaukee County Department of Administrative Services - Facilities Management Division; Architectural, Engineering & Environmental Services Section will track, categorize, and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the Consultant Team are expected to result in minimal changes in construction due to contract document errors and/ or omissions in the services they are contracted to provide.
3. Milwaukee County Reserves the right to request partial or full reimbursement from the Consultant Team for change orders resulting from errors and omissions in the services they are contracted to provide.

## **VI. Project Timetable**

- |                       |                                                           |
|-----------------------|-----------------------------------------------------------|
| • June 6, 2016        | Issue Request for Proposal                                |
| • June 16, 2016       | Pre-Proposal Meeting & Roof Tour – 10:00 AM CJF Building  |
| • June 30, 2016       | Proposal Due –2:00 PM - Milwaukee Co AE&ES Section Office |
| • July 12, 2016       | Milwaukee County Selection Committee selects Consultant   |
| • July 21, 2016       | Negotiate & Execute a Contract with Prime Consultant      |
| • Aug - Oct 2016      | Assessments, Report, Design & CDs Start                   |
| • Nov 2016            | Construction Document Completion                          |
| • Dec 2016 - Jan 2017 | Construction Bidding and Contract Negotiations            |
| • March 2017          | Anticipated Construction Start                            |
| • July - Aug 2017     | Anticipated Construction Completion                       |

## **VII. Pre-Proposal Meeting and Roof Tours**

(Th) June 16, 2016 – 10:00 AM \_Criminal Justice Facility

## **VIII. Related Work by Others**

1. Milwaukee County AE&ES Section will provide AutoCAD files of the Criminal Justice Facility building. Available DWG files include roof plans and details. Consultant Team shall verify accuracy of AutoCAD files against existing building construction.

2. Milwaukee County AE&ES Section can provide copies of the record drawings of the CJF building upon request.
3. Milwaukee County DAS will provide hazardous material removal if encountered on the project site.
4. The Consultant shall recommend to the Owner obtaining any additional special investigations, surveys, tests, analyses, and reports beyond the scope of the Milwaukee County Administrative Services Consultant Agreement for Professional Services Type 'A' agreement, as may be necessary for the proper execution of the Consultants' services.
5. Milwaukee County AE&ES Section will prepare the 'front end' contract documents with coordination assistance from the Consultant Team. Technical specifications shall be prepared by the Consultant Team. Milwaukee County will also assemble the Project Manual, print the contract documents, advertise the project, and distribute the contract documents for bidding.
6. The Consultant Team shall prepare the Submittals Log which is part of Section 01330 - Submittal Procedures.

#### **IX. Proposal Content**

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (Attachment 2). The proposal shall include the Consultant Proposal Form (Attachment 1) and the following information:

1. **Cover:** Include project number, project name, project location, Prime Consultant's name, address, telephone number, e-mail address, and proposal date.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Cover Letter:** Include the name and description of the Consultant Team submitting the proposal by briefly stating the Proposers' understanding of services to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal.
4. **Organization Description:** Include a brief description of the organization submitting the proposal. Include the name, size, legal status, (corporation, partnership, etc.), professional registration/ certification, major activity of organization or field of consulting. The organization must be licensed in the State of Wisconsin. Include a copy of current license, certification, or registration.
5. **Organization's Experience:** Include a list of roofing/ reroofing projects of similar size and scope that the organization has participated on in the past ten (10) years. Experience in the repair of roofing systems is required. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations' participation.

6. **Team Organization and Staff Experience:** Include an organizational structure of the Project Team, including the relationship of the Sub Consultants to be used for this project. The name of the Principal-in-Charge of this project, along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title, and/ or duties for the project, professional registration, relevant certifications, a brief description of related roofing/ reroofing project experience including time contribution in this capacity to past projects, and qualifications.
7. **Alternate Principal-in-Charge:** Include the name of an alternate Principal-in-Charge in event that the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM also reserves the option to select an Alternate Principal-in-Charge.
8. **Sub Consultants:** Indicate the names and addresses of any Sub Consultants and/ or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also, state their past experience in the field.
9. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project is **25%**. The proposal must list names and addresses of the DBE firms used, the tasks to be performed by them, and the percentage of the work performed by them. For assistance, contact the Milwaukee County Community Business Development Partners (CBDP) office at 414-278-5248. (Milwaukee County Forms DBE-02 and DBE-14, which are included in the attached Type 'A' Agreement, are to be submitted with the Proposal). All proposed DBE Firms must be Milwaukee County certified at the time that the proposal is submitted. If Consultant Team does not propose to meet the 25% goal, the Certificate of Good Faith Efforts (Milwaukee County Form DBE-01, which is attached) must be included with the Proposal, or the Proposal may be considered unresponsive.
10. **Project Approach:** Provide a description of the approach your Team proposes to use for this project. Include architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
11. **Constant Effort:** Include a spreadsheet/ matrix listing the names, classifications, hourly rates, and hours to be spent on each required task to complete the project as described in this RFP.
12. **Organization Description Scheduling:** Provide a bar chart form schedule that indicates a sequenced timetable with relationship of tasks necessary to complete the project. Include a statement which indicates that the proposed project schedule can be met. Submit an alternate schedule if the Consultant Team cannot meet the proposed schedule.
13. **Quality Control:** Submit a contract document 'Quality Control Plan' indicating the names of individuals who will be completing quality control reviews at each phase of the design project. Quality control shall be performed by individuals not assigned to the project on an ongoing basis.

14. **Fee Proposal:** The fee for this project shall be clearly stated as a lump sum fee for all required services, on the attached 'Consultant Fee Proposal Form'. A dollar amount for reimbursable items as described in the Proposal shall be also be clearly stated on the 'Consultant Fee Proposal Form'.

**X. Proposal Evaluation**

See Section XV of the Milwaukee County Proposal Preparation, Submission, and Evaluation Guidelines for evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely on the basis of a low fee proposal. Milwaukee County reserves the right to accept or reject any or all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/ or scope of the proposed project, request additional submittals, and/or discontinue the process.

**XI. General Requirements**

1. The successful Consultant and/ or any Contractor affiliated with the prime Consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. After the Consulting Team has completed Programming Phase Services (including estimates of probable construction costs, the Milwaukee County Architectural and Engineering staff, along with DAS Management Staff, will select which renovation scope items will proceed into the schematic design phase based on the identified priorities and construction cost budgets.

**XII. Proposal Submission Requirements**

1. Submit five (5) copies of the Proposal in a single envelope. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date noted above will be rejected.
2. Please submit copies of the Proposal no later than 2:00 PM on Friday June 10, 2016 to Arnold Freeman, Project Manager – 633 West Wisconsin Avenue, Suite 1002; Milwaukee, WI 53203.

Please direct any questions regarding this RFP to Arnold Freeman at the above address, FAX number or E-mail address (arnold.freeman@milwaukeecountywi.gov).

Respectfully,

Arnold Freeman, Milwaukee Co. DAS-FM  
Architecture, Engineering & Environmental Services Section  
633 W. Wisconsin Avenue, Suite 1000  
Milwaukee, WI 53203  
414-278-4855



Attachments (also available on Milwaukee County DAS website):

1. Consultant Fee Proposal Form (1 page)
2. Preparation, Submission and Evaluation Guidelines (4 pages)
3. DBE-01 Certificate of Good Faith Efforts (6 pages)
4. Milwaukee County Dept. of Administrative Services Consultant Agreement for Professional Services – Type 'A' Agreement (47 pages)
5. Overall Roof Identification Plan